



## FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

### OFFICE TECHNICIAN (TYPING) **2 POSITIONS (JC-41959)**

<b>SALARY RANGE</b>	<b>\$2809 - \$3515</b>
<b>TENURE/TIME BASE</b>	<b>Permanent, Full Time</b>
<b>PROGRAM/DEPARTMENT</b>	<b>Medical Director's Office</b>
<b>FINAL FILING DATE</b>	<b>November 21, 2016</b>

**DESCRIPTION OF DUTIES:** Assist the Medical Director's Office, Central Clinical Services offices of Assistant Director of CCS, Respiratory Therapy Supervisor, Physical Therapy Lead, Dental Department, OEHS and the Public Health Office. Assist with scheduling appointments of CCS supervisors as well as the calling of clients/residences for clinic appointments, sending out reminders and appointment cancellations. Orders departmental supplies. Provides clerical support to public health and other departmental leads. Assist clinic nurses in typing and disseminating clinic schedules. Type minutes for monthly and quarterly meeting/committees. Prepare reports for various Central Clinical Services Departments. Assist in hiring process of staff for CCS, scheduling appointments for physicals and maintenance of office equipment. Backup timekeeping for CCS staff (approximately 45 staff) and other duties as required. Ability to type 40 w.p.m.

**WHO MAY APPLY:** Candidates with list, transfer or reinstatement eligibility for the classification. Seeking candidates that possess excellent organizational, verbal and written communication skills, as well as proficiency in computer software programs such as Word, Excel and Access. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website [www.calhr.ca.gov](http://www.calhr.ca.gov). **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

**TYPING CERTIFICATE MUST BE ATTACHED OR YOUR APPLICATION WILL NOT BE CONSIDERED.**

***\*Only applications with original signatures will be accepted\****

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:**

FAIRVIEW DEVELOPMENTAL CENTER  
TESTING OFFICE, ROOM 211  
2501 HARBOR BLVD.  
COSTA MESA CA 92627  
(714) 957-5255

**IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.**

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.